



**At Knights Enham Junior School we provide...**

Inclusive and ambitious learning experiences where our school community feels safe and motivated to achieve their best.

**'Together We Achieve'**

## **Joint Ice and Snow Policy**

**Approved: December 2023**

**Review: December 2024**



## Knights Enham Schools

### Ice & Snow Plan

#### Introduction

Implementation of this Ice & Snow Plan is to be initiated upon notification or recognition of icy and/or snowy conditions that may result in unsafe access or egress from the site, affecting any or all staff, children or visitors, whether as pedestrians or when driving vehicles.

This Ice & Snow Plan is specific to this site and owned by the Headteachers. It is to be reviewed regularly and/or following any change in procedures or premises that may affect its effectiveness.

#### Icy Conditions Risk Assessment

An icy conditions risk assessment has been completed. The identified hazards have been considered and appropriate control measures have been introduced as detailed in this Ice & Snow Plan. All staff are to ensure that they are familiar with the contents of the premises Icy Conditions Risk Assessment.

#### Site Plan (for Use During Ice and Snow)

A site plan of the school is attached as part of this plan. It identifies the following information:

- Gates and entrances/doors that will be used during unsafe ice/snow conditions
- Gates and entrances/doors that will not be used during unsafe ice/snow conditions
- Access routes that will be open and maintained for pedestrians
- Traffic routes that will be open and maintained for drivers
- Access and traffic routes that will not be maintained or used
- Grit storage areas
- Areas of responsibility for maintaining safe routes on shared sites or where shared occupancy exists
- Higher risk areas which require additional maintenance (eg. steps, slopes, specific entrance areas)
- Locations of (cleared) snow mounds (where appropriate)

#### Grit Storage

Grit is held on site. Fully stocked grit will be expected to enable 3 to 4 days' use. A full restock of grit supplies will require purchase of 20 bags of 25kg across the 2 sites. (It is expected that there will be some overlap of gritting and shared use.)

#### Equipment and Protective Clothing

Equipment for gritting and personal protective clothing is held on site in the school boiler rooms. There are grit bins in the car park and on the Junior school playground.

The following is held for use as required by staff:

- Grit spreader (e.g. bucket type)
- Shovels
- Brooms and rakes
- Protective clothing
- Gloves and boots
- Cones

#### Preparations Prior to Plan Implementation

The following is to have been completed prior to the requirement to implement the plan:

- Caretaker and other staff involved in gritting and snow clearing tasks must have attended moving and handling training (in date within the last three years)
- All staff to be provided with details of the plan and requirements
- All staff and shared occupants to be provided with Guide to Driving in Ice & Snow (CSHST)
- Grit levels and equipment checked at termly/quarterly intervals



### Implementing the Ice & Snow Plan

Upon notification and/or recognition of unsafe conditions due to ice and/or snow the management team will confirm requirements. The following actions, in accordance with the site plan, will be undertaken by the Caretakers under the direction of the Headteachers or other nominated persons:

- Close and lock gates where access/egress is considered unsafe and will not be permitted
- Appropriate signage to be erected where routes/gates are closed for use
- Appropriate signage advising of safe routes to be erected
- Snow clearing of pedestrian and traffic routes to be undertaken
- Clearing of entrance areas outside of property boundaries to assist in safe access/egress
- Gritting of icy routes and snow cleared areas where access/egress is to be permitted
- Assess playgrounds for safety and cordon off/restrict access as appropriate
- All staff to be briefed as to permitted accesses and egresses
- Notification by School Texting Service, newsletters and via the website will advise parents of safe access/egress routes on site
- As a shared site Headteachers arrangements concerning access and opening/closing the schools will be agreed.

### Deteriorating conditions during the school day

In the event of deteriorating conditions during the school day assessment will be made by the Headteachers or persons in charge as to whether to close the schools.

- Out of catchment parents may take their children home if they wish.
- Parents will be contacted if the decision is made to close the school using Teacher2Parent and text service as well as telephone where necessary.
- Staff who live furthest away will be allowed to leave if there is sufficient staff to supervise pupils. Staff who live closest to school will be asked to remain to supervise children until they have been collected.

### Monitoring the Ice & Snow Plan

Following implementation, the plan is to be monitored by ensuring the following actions are undertaken by the Caretakers or other nominated persons:

- Early morning inspection to be carried out prior to staff/visitor/children arrival – allowing adequate time to implement any further gritting or changes to access/egress routes
- Increased daily inspections (am and pm) of safe routes/entrance areas to ensure continued safety
- Increased daily inspections of closed routes/gates/entrance areas to ensure restrictions maintained
- Regular re-gritting of access/egress/entrance areas/paths to ensure continuous effectiveness
- Emergency re-gritting of areas where measures found not to be effective or where further ice or snowfall has reduced the effectiveness of previous gritting
- Monitoring of grit supplies to maintain levels (where adequate supplies are available for order)
- Updating of staff and parents with regards to safe routes

### Recovering the Ice & Snow Plan

Following completion of adverse weather conditions causing unsafe conditions, the premises is to be reverted to normal and staff/parents informed as appropriate. Other actions to be undertaken include:

- Evaluating current Ice & Snow Plan to make improvements as identified
- Re-ordering of used grit supplies

### Emergency Closure of School

In the event of extreme ice and snow conditions that cannot be adequately controlled, considerations, decision making and notification of emergency closure will be undertaken in accordance with HCC routine procedures.